

015 85-380

**Office of Legislative Liaison**  
Routing Slip

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer		X
4. Liaison		
5. Legislation		X
6. <input type="checkbox"/>		X
7. <input type="checkbox"/>		X
8. <input type="checkbox"/>		
9. <input type="checkbox"/>		
10. <input type="checkbox"/>		

SUSPENSE

Date

Action Officer:

Remarks:

Name/Date

STAT

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## ROUTING AND RECORD SHEET

**SUBJECT:** (Optional) Survey of Office of Legislative Liaison  
Information Management Program

**FROM:** [Redacted] **EXTENSION** [Redacted] **NO.** OIS 85-380  
Director of Information Services  
1206 Ames Building

**DATE** 16 JUL 1985

**TO:** (Officer designation, room number, and building)

**DATE**

RECEIVED

FORWARDED

**OFFICER'S INITIALS**

**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Legislative Liaison  
7D43 Headquarters

17 July 85

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OIS 85-380

16 JUL 1985

MEMORANDUM FOR: Director of Legislative Liaison

FROM:

[REDACTED]

Director of Information Services

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SUBJECT:

Survey of Office of Legislative Liaison  
Information Management Program

1. The Office of Information Services (OIS) conducts surveys of Agency components to determine the effectiveness of their information management programs and registry operations. In the past, these surveys were done on an ad hoc basis, but we have now established a systematic survey program.

2. Our Information Resources Management Division (IRMD) is scheduling offices to be surveyed in each major area of the Agency. We would like to schedule the Office of Legislative Liaison (OLL) for our next survey in the DCI Area.

3. IRMD representatives have discussed an OLL survey with your records management officer (RMO), [REDACTED] and Administrative Officer, [REDACTED]. They agreed that a survey would be helpful to them in their plans to improve OLL's information management and registry activities.

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4. The survey also would provide information needed to determine the OIS Information Services Center's (ISC) ability to provide registry support to the Public Affairs Office staff located in Ames Building. Currently OLL is providing some support to this group, and the assumption of registry service by the Ames ISC, if feasible, would relieve you of that concern.

[REDACTED]

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